

Standard Forms and Instructions for Dedicating Public Rights of Way and Easements within the City of Fort Lauderdale

The City has prepared the enclosed standard draft forms for dedicating public rights of way and/or easements in conjunction with site plan review. Rights of way or easements (eg. Roadway, Utility, or Sidewalk) may be required as a condition of site plan approval, and all documents and associated forms shall be submitted and executed in the exact form for review by City staff **prior to recording documents or receiving Certification of Occupancy of a building**. Any questions regarding the requirements for land conveyances shall be addressed to Tim Welch, P.E., Engineering Design Manager at (tel) 828-5123 or (fax) 828-5275.

All rights-of-way and easement dedications shall be conveyed with the following **required** documentation:

1. **Legal Description** of easement or right of way to be dedicated (prepared and certified by a Professional Land Surveyor) certified by a Professional Land Surveyor. **Please be sure to check exhibit labels and properly coordinate them with their referencing deed(s). City Staff will return any attached exhibits to owner's representatives for proper coordination of exhibits.**
2. **Survey Sketch** prepared and certified by a Professional Land Surveyor.
3. Easement and/or right of way **deed**.
4. **Opinion of Title** prepared by Owners Legal Counsel and Executed **in the exact form provided by City's standard form**. Note that opinion of titles dated beyond approximately six weeks from date of submittal or modified such that any items provided in City's form most likely will require revisions and further delay the approval by the City and eventual permit or certification of the project.
5. **Joinder, Consent, and Partial Release by Mortgagee/Lien Holder** (if applicable per item 4 above)
6. Owner(s) shall be responsible for submittal of applicable recording **fees** prior to issuance of C.O.

Drawings shall be prepared on Professional Surveyor/Engineering title block or bordered drawings of legal size (8.5 in. X 14 in.) or standard sized (8.5 in. X 11 in.) paper. Deeds, opinion of title, and Consent forms shall be submitted on Attorney's form (Letterhead).

Certified As-Built construction drawings shall be completed, submitted, and approved for constructed facilities within prescribed easements and/or rights of way per design. These drawings shall be consistent with conveyance documents and facilities shall be located with adequate horizontal and vertical control (ties) from properly referenced benchmarks and known property boundaries or centerlines of rights of way.

Professionals shall submit the above outlined materials four (4) to six (6) weeks prior to requiring certification of occupancy.